

The 21st Century Communities Governance Assessment

The questions included in this assessment are designed to help you look more closely at issues regarding how you govern your community as you enter the 21st Century. We encourage you to visit Project Rosie where you can access additional information regarding community governance.

We express our appreciation to Sydney Fannesbeck from the Utah League of Cities and Towns for serving as our team leader in developing the Governance Assessment. If you have questions about governance which are not answered here or recommendations for this assessment, feel free to contact her by email at sfannesbeck@ulct.org.

<u>Name of Community</u> <u>Located In</u> _____ Association of Governments	<u>Local Contact Person</u> <u>Telephone Number</u>	<u>FAX Number</u> <u>E-mail Address</u>
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Part 1: A 21st Century Community understands how to represent citizens and hold public meetings

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your local elected officials understand the principles of due process and legal rules of procedure?			
Do your local elected officials understand the requirements and legal implications of the Open and Public Meetings Act?			
Do your local elected officials understand the requirements and legal implications of the Open and Public Meetings Act?			

Do your local elected officials understand the requirements and legal implications of maintaining public records of meetings as required in the Government Records Access and Management Act?			
Does your local elected body understand how to develop and pass ordinances and resolutions?			
Do your local elected officials understand how to deal with conflicts of interest?			
Have your elected officials received training in group dynamics such as meeting management, time management, conducting legal and effective public hearings, team building and crisis management?			

Part 2: A 21st Century Community implements sound operating procedures.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your local elected officials understand requirements for conducting local elections ?			
Do your local elected officials understand issues relative to immunity, liability and indemnification?			
Do your local elected and appointed officials understand the requirements of the Government Records Access and Management Act as it relates to ALL municipal records?			
Does your local government have an effective purchasing policy?			

Part 3: A 21st Century Community is lead by local elected and appointed officials who understand their responsibilities to the community and their employees.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your local elected officials thoroughly understand their powers and authority?			
Do your local appointed officials understand their duties?			
Do your local elected officials understand the duties of their appointed officials?			
Do your local elected officials understand how to use their local attorney effectively?			
Do your local elected officials understand how to use their local attorney effectively?			
Do all local elected and appointed officials understand provisions of the Municipal Officers and Employees Ethic Act?			
Does your local government have a personnel policy which has been reviewed within the last five years and addresses key issues such as hiring and termination, nepotism, non-discrimination, sexual harassment, affirmative action, the Fair Labor and Standards Act, the Americans with Disabilities Act, the Family and Medical Leave Act, and the Drug Free Work Place Act to name a few?			
Do your local elected officials understand the provisions of their community's personnel policy?			

Part 4: A 21st Century Community is fiscally responsible .

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your elected and appointed officials thoroughly understand the state laws governing fiscal procedures for their town, city or county?			
Do your local elected officials understand how to develop an effective budget which meets legal requirements?			
Do your local elected officials know how to monitor their local budget during the year? Do they know how to read municipal financial statements? Do they need training in this area?			
Are your local elected officials aware of the legal restrictions on mixing the General Fund and Enterprise Funds such as municipal utilities?			
Do your local elected officials understand how to use bonded indebtedness to address long term needs of the community?			
Do your local elected officials understand the importance of a sound risk management plan?			
Do your local elected officials understand the importance of a long term capital improvement plan?			
Do your local elected officials understand the opportunities and issues surrounding the use of development impact fees?			

Part 5: A 21st Century Community engages volunteers in meeting the needs of the community.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Are your local officials aware of the Utah Commission on Volunteers?			

Part 6: A 21st Century Community is governed by ordinances which are responsive to the current and future needs of the community.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your elected officials periodically review their local ordinances to determine whether they are outdated and still respond to the needs of the community?			
Are your elected officials aware that copies of municipal ordinances from many Utah communities are available on the internet?			

Part 7: A 21st Century Community's elected officials exchange information with their citizens.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your elected officials have a strategy for working with the media to boost media coverage and encourage accurate reporting of local events?			
Do your elected officials deal effectively with the media in times of crisis?			
Do your local elected officials explore innovative strategies to exchange information with their citizens?			
Do your elected officials understand how to effectively use surveys to measure the public pulse?			

Part 8: A 21st Century Community's elected officials coordinate closely with key elected and appointed bodies to address the needs of their citizens.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Do your local elected officials participate in a countywide council of governments?			
Do your local elected officials participate in their regional association of governments?			
Are your local elected officials actively involved with the Utah League of Cities and Towns or the Utah Association of Counties?			
Do your local elected officials coordinate closely with the local planning commission and avoid sidestepping them on planning-related issues?			
Do your local elected officials know how to use the internet to monitor legislation at the Utah State Legislature? Do they understand the appropriate protocol for communicating with a legislator during session?			

Part 9: A 21st Century Community inspires a new generation of leaders.

Question	Performance: Rate Yourself 1 - 5 (low to high)	Importance: Rate Yourself 1 - 5 (low to high)	✓ to include in 21 st Plan
Does your city sponsor a Youth City Council or some other program to engage youth in local governance?			
Do your elected officials invite youth groups to attend meetings and participate in advisory committees?			
Do your elected officials volunteer to speak to school classes and youth groups about public service?			

Does your community have one or more youth entrepreneurship initiatives such as Future Business Leaders of America to train a new generation of business leaders?			
Does your city encourage youth of voting age to vote and/or run for local elected public offices?			
Do you have a Youth Court for juveniles that supplements the Juvenile Court System for minor offenses to keep criminal offenses off a youth's permanent record? American Fork offers a fine example.			
Does your community participate in Red /Purple Ribbon week? (Red ribbons are a symbol to discourage drug and alcohol abuse and purple ribbons discourage violence.)			
Does your city participate with AmeriCorp or other national youth service organizations?			